



ENGINEERING PERMIT INSPECTION COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To provide lead technical supervision, training and problem resolution to lower level engineering inspection staff assigned to private development and utility permit inspection.

Supervision Received and Exercised:

Receives general supervision from the Engineering Manager (Construction) or from other supervisory or management staff.

Exercises functional and technical supervision over Engineering Associates and Senior Engineering Associates assigned to development and utility inspections.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend goals and objectives; assist in the development, writing and implementation of policies and procedures.
- Supervise and coordinate engineering right of way inspection activities; coordinate office and field engineering activities with other City departments, contractors and developers.
- Participate in the development of the engineering inspection work plan; assign work activities, monitor workflow and review materials testing results.
- Conduct a constructability review of plans permitted for construction; review files for inactive or expired permits; renew expired permits when appropriate.

CITY OF TEMPE

Engineering Permit Inspection Coordinator (continued)

- Participate in final inspection requests, issue notices and citations for construction activities not complying with engineering specifications, estimate and establish the amount of cash bond for uncompleted work and coordinate the completion of bonded work.
- Answer difficult questions and provide information to the public, contractors, engineers, developers and architects; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Provide or coordinate inspection staff training; work with employees to correct deficiencies.
- Serve on committees to address various engineering right of way requirement issues and recommend revisions as necessary.
- Work with information systems to develop and maintain an automated permit updating and tracking information system. Maintain records of the number and type of inspections performed and prepare reports as requested.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in the inspection of public, commercial, and residential engineering and utility requirements including two years of lead or supervisory experience.

Training:

Equivalent to an Associate of Arts degree from an accredited college or university with major course work in civil engineering, construction technology or a related field.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 6140

FLSA: Exempt